



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

November 16, 2007

MEMORANDUM FOR: Northeast Fisheries Observer Program Observers

FROM: David Potter
Branch Chief, FSB

SUBJECT: NEFOP Workslate

Enclosed with this memo you will find three Northeast Fisheries Observer Program Workslates (Workslate) for use while performing your duties. The Workslate has been designed as a tool for use on deck while sampling incidental takes and documenting photographs. It is constructed of flexible plastic to allow for use in varying weather conditions utilizing pencil or china markers (grease pens), and has four working pages, each approximately 8 ½ x 11 inch. The two 8 ½ x 11 in double-sided sheets are bound with a clear spine for ease of storage and handling.

One 8 ½ x 11 in. double-sided sheet is designed to provide an on-deck work surface for recording incidental take data, including sketches of the animal with gear entanglement, id characteristics, scars, wounds, or any visible features. **These Workslates are not meant to replace the Biological Sampling Manual or Observer Program Manual for sampling or data protocols**, but to provide a supplemental tool for sampling incidental takes.

The second 8 ½ x 11 in. double-sided sheet is blank on one side for note taking purposes and includes some reminders at the bottom as to categories of comments that Observers must provide in the comments section of the appropriate logs. The back-side of this sheet is a photo card. The photo card includes space for trip id, animal id number, date and species with a 10cm dimension scale for size reference. The photo card should be used in all photos of animals for Incidental Take documentation, IAL documentation and Species Identification, including unknown species.

All relevant information recorded on the Workslate must be transcribed to the Incidental Take Log, Marine Mammal or Sea Turtle Biological Sample Log and/or the Photo Log, as appropriate.

Three Workslates are provided per observer, at this time. Slates can be used multiple times and cleaned after each use. While mild soap and water can be used for cleaning, the best method is with damp “Mr. Clean magic eraserTM” cleaning pads. As a reminder, these are not designed for use with permanent markers but with pencil or china markers (grease pens). When additional Workslates are needed, please request these through your normal gear request protocols. If you have any comments or questions regarding the use of the Workslates, please contact Betty Lentell, NEFOP Incidental Take Lead at 508-495-2141 or betty.lentell@noaa.gov.

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